

Position: Administrative Assistant
Department: Black Hawk Health Center, Behavioral Health Services
Supervisor: Behavioral Health Services Manager
Supervises: No One
FLSA Status: Non-Exempt

Position Summary:

This position is located within the Sac and Fox Nation Health System with the duty station at the Black Hawk Health Center. The purpose of this position is to provide administrative support and quality assurance duties of a varied nature. Special emphasis on: organizational skills, document review, typing, filing, scheduling, and maintaining an accurate records management system of information on clients for access by staff and data collection or research agencies.

Duties and Responsibilities:

- Provides support to the Behavioral Health Services staff in performing his/her duties.
- Assists with preparation of budget estimates, report preparation, maintenance of office supplies, materials, and equipment.
- Maintains records of compliance and ensures documentation is in order, serves as quality assurance coordinator.
- Serves as receptionist and maintains adequate secretarial/clerical support for the Behavioral Health Services Staff.
- Input patient data from Patient Care Component for collection of third party reimbursements through the Mental Health Package and Chemical Dependency Management Information Systems.
- Initiates and maintains a filing system for Client records as well as up-dates on an as needed basis.
- Forwards all request for information to the appropriate Behavioral Health Services staff for review and approval/disapproval.
- Have valid Oklahoma driver's license and successfully pass an OSBI/National background check.
- Performs other job duties as assigned.

Knowledge, Skills, and Abilities:

- Must have good oral and written communication, as well as possess good listening skills. Must be able to review information presented and develop creative solutions. Must honor the rights and privileges of program staff, clients, and visitors. Must be able to work effectively in varied situations with minimum loss of productivity and confusion. Knowledge of word processing computer application, document development, forms, scheduling, and skill in office management and effective interoffice communications. Must possess an understanding of special populations including sensitivity to the Native American culture.

Minimum Requirements:

The Administrative Assistant will have a minimum of an Associate Degree or Specialty Training (in related field), preferred. Must have at least four (4) years experience in an administrative setting with clerical, computer word processing and bookkeeping skills mandatory.

Supervisory Controls:

Incumbent is under the direct supervision of the Sac and Fox Nation Health System Behavioral Health Services Manager.

Guidelines:

Operates within the established guidelines of the Sac and Fox Nation's Policies and Procedures and the Black Hawk Health Center's Policies and Procedures.

Employee's Signature

Date

Supervisor's Signature

Date